

F R E E M A N

AUDIO VISUAL OPERATIONS STANDARD

TRIPOD & FAST-FOLD SCREENS



Tripod Screens

- **All projected images must fill entire visible screen.** Screen height must be adjusted to match aspect ratio of projected image by raising/lowering extension tube and/or roller boom:
 - Overhead projector – 1:1 aspect ratio
 - Video projector – 4:3 / 16:9 aspect ratio
 - EXCEPTION: If multiple projectors with different aspect ratios must share one screen, screen aspect ratio must be set for projector image most often used during a session.
 - *Example: A video projector will be used more than an overhead – screen must be setup for 4:3 video. Overhead image will appear “pillarboxed” with margins on left and right.*
- **Keystone distortion is never acceptable, and every effort must be taken to eliminate it.**
 - Correction must take place first through physical alignment (i.e. squaring projector to screen, raising projector stand height) prior to use of projector digital keystone correction.
 - Use of keystone correction bar at top of tripod extension tube may assist correction.
- **Every screen must be skirted.**

Fast-Fold Screens

- **All projected images must fill entire visible screen.**
- **Unless otherwise specified, screen legs must be set at standard height.** Colored tape marks on frame and legs are provided a guide in order to set legs at standard height.
- **Every effort must be made to ensure the protection of screen fabrics:**
 - The area surrounding screen construction must be visually inspected for any foreign objects which may damage screen before assembly.
 - **Never set screen fabric on a bare concrete or dirty floor** – floor should be covered with visqueen or a drop cloth in the area which will come into contact with screen fabric.
 - **Screen fabric must be folded correctly upon dismantle:**
 - Black border/snaps should always meet, never touching the white/gray screen fabric.
 - A correctly folded screen will fit neatly into vinyl surface bag with barcode visible and facing up for easy scanning in/out.
- **Every screen must always be skirted if not using full dress kit.**
- **Keystone distortion is never acceptable, and every effort must be taken to eliminate it.** Use of projector digital keystone correction must be avoided – always correct through physical alignment.